

2020 Census 26. Island Areas Censuses (IAC) Operation

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**Table of Contents**

**Reading and Understanding the Model**

Legend . . . . . 2

**Business Process Model**

Context Model . . . . . 3

10 Develop IAC Contracts and Communications Requirements . . . . . 4

11 Develop IAC Operational Specifications . . . . . 5

12 Identify Datasets and System Support Capabilities Needed for IAC Operations . . . . . 6

13 Determine IA Census Office Staff Needs and Operational Performance Measurements . . . . . 7

14 Prepare IA Census Office Procedures, Training Plans, and Materials Content . . . . . 8

15 Provide Requirements for IAC Data Collection Supplies and Materials . . . . . 9

30 Provide IAC Human Resources and Personnel Management Support . . . . . 10

30.30 Select, Hire, and Train Census Office Management Staff . . . . . 11

30.40 Select, Hire, and Train Census Office Field and Clerical Staff . . . . . 12

30.40.50 Conduct Orientation for New Census Office Staff . . . . . 13

31 Perform Background Check . . . . . 14

40 Identify, Equip, and Set Up Census Offices in the Island Areas . . . . . 15

50 Operate and Maintain Census Offices in the Island Areas . . . . . 16

60 Manage IAC Production and Quality Control Work Assignments . . . . . 17

60.30 Create and Maintain Address Listing Assignments and Materials . . . . . 18

60.40 Create and Maintain Housing Unit Enumeration Assignments and Materials . . . . . 19

60.50 Create and Maintain Special Enumeration Assignments and Materials . . . . . 20

70 Conduct IAC Data Collection Field Work. . . . . 21

71 Conduct IAC Address Listing . . . . . 22

72 Conduct IAC Housing Unit Enumeration . . . . . 23

73 Conduct IAC Special Enumeration at Group Quarters and Transitory Locations . . . . . 24

74 Conduct IAC Field Followup . . . . . 25

80 Conduct IAC In-Office Data Collection Support Activities . . . . . 26

90 Conduct IAC Quality Control Support Activities (In-Office) . . . . . 27

100 Conduct IAC Closeout Activities in the Census Offices . . . . . 28

110 Perform Post Data Collection IAC Questionnaire and Geographic Data Capture Activities . . . . . 29

120 Monitor and Coordinate Response Processing and Data Products Activities for IAC . . . . . 30

130 Closeout IAC Operation . . . . . 31

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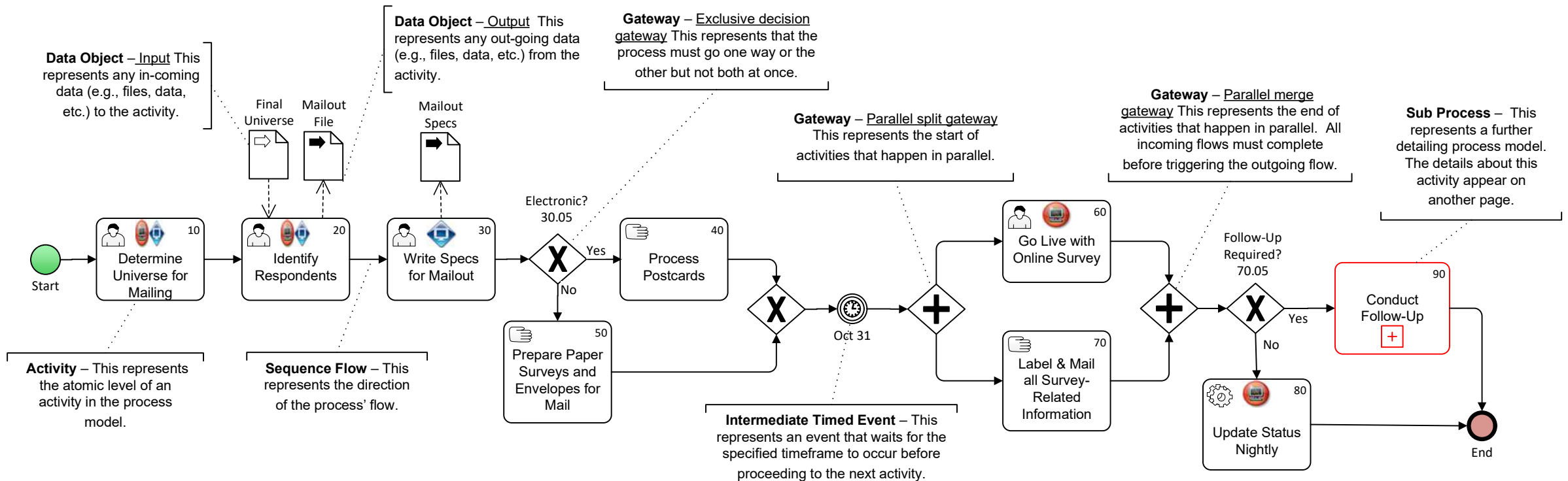
Major Revision Change History				
Date	Description	Author	Version #	Page #'s
12/31/2014	Baseline 1.0	Elina Green	1.0	All
07/30/2015	Baseline 2.0	Elina Green	2.0	All
02/24/2016	Baseline 2.1	Aurelia Gardner	2.1	All
03/21/2016	Baseline 2.2	Aurelia Gardner	2.2	All
10/07/2016	Major Overhaul	S. Goggin	3.0	All
03/29/2017	Baseline 4.0	Lysa Gorgen/ Khalid Spotwood	4.0	All
07/27/2017	Baseline 4.1	Lysa Gorgen/ Khalid Spotwood	4.1	All
12/04/2017	Baseline 4.2	Lysa Gorgen/ Khalid Spotwood	4.2	1,3-5,8-17
01/07/2019	Baseline 4.4/v06c	MITRE/IAC IPT	4.4	All
03/21/2019	Baseline 4.5/v06f	MITRE/IAC IPT	4.5	All
08/02/2019	Baseline 4.6/v08	MITRE/IAC IPT	4.6	All

# Reading and Understanding the Model

## Example Activity Model

### BPM Purpose

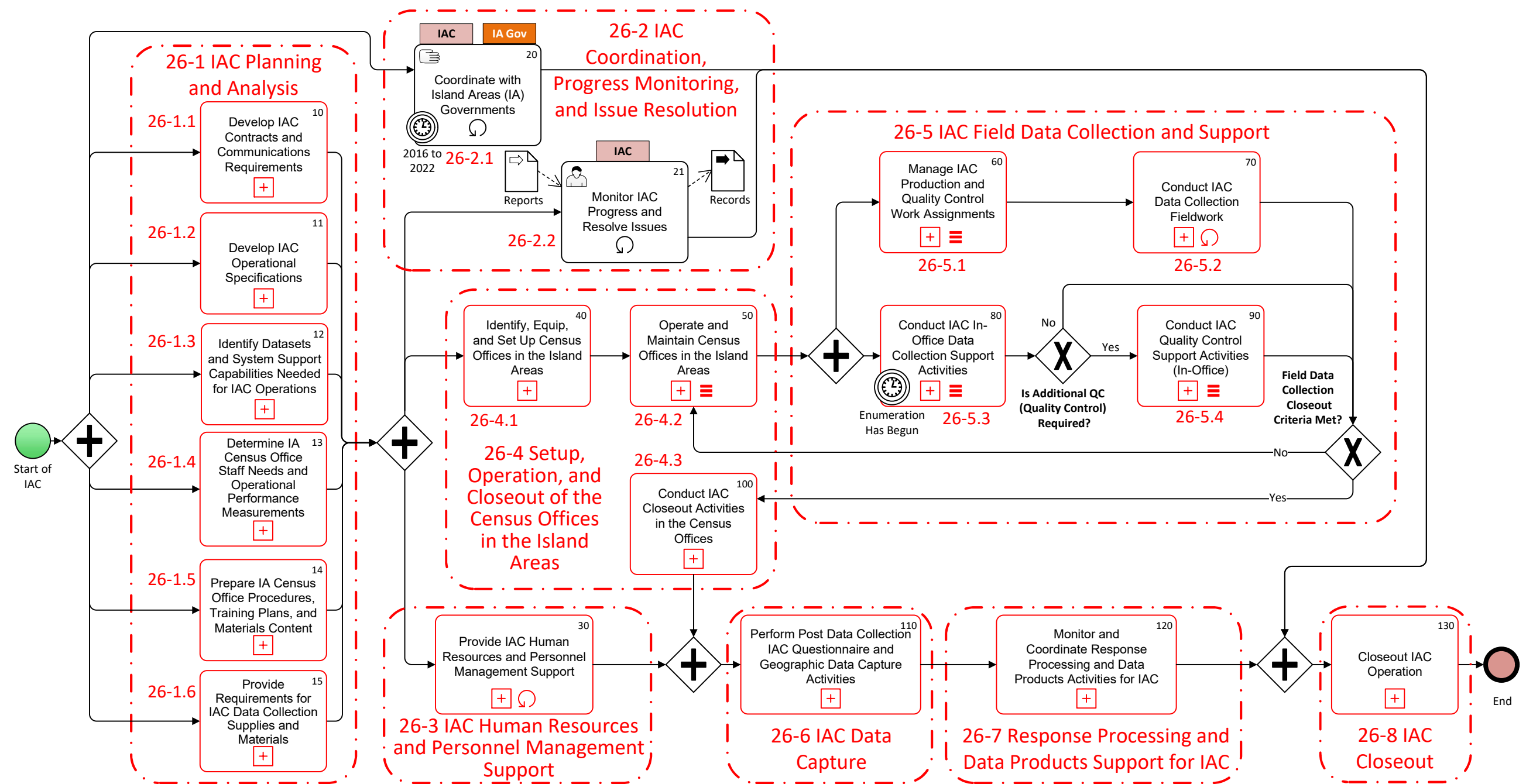
- Describe Census Operations business processes – activities, resources and key milestones
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities
- Capture Operations inputs and outputs



Key:	Activities						Gateways	Data Objects	Other
<b>Events</b>									
Start:							Exclusive:	Input:	Sequence Flow:
End:							Parallel:	Output:	Association:
Intermediate Timed Event:							Event Based:	Data Store:	Annotation:
Flow continued on another page:									
Flow continued from another page:									
	<b>Activities</b> Activity at atomic level:  Activity containing a sub process:  Optional Activity Numbering: Note: If numbering, number by 10s to leave room for additional activities between initial activities, just in case they are needed.								
	<b>Activity involving:</b> → USER interacting with a system or software:  Activity → MANUAL activity (no system/software involved):  Activity → SERVICE or batch processing:  Activity → Any system developed specifically for Census' use:  Activity → Both a system developed specifically for Census' use and COTS products:  Activity → SENDING a message:  Activity → RECEIVING a message:  Activity → RECURRING steps:  Activity → Any commercial-off-the-shelf (COTS) products:  Activity								

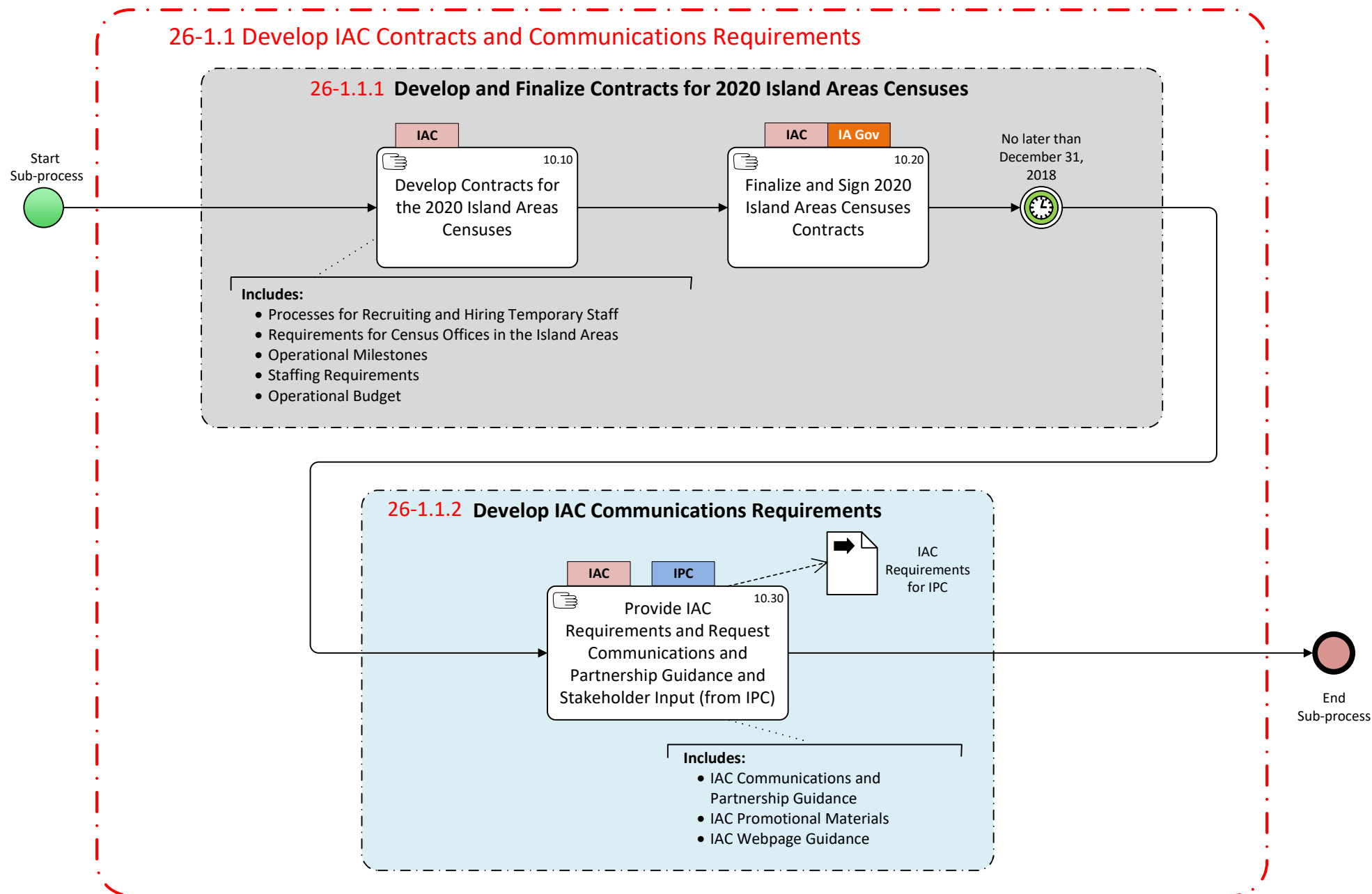
## 2020 Census 26. Island Areas Censuses Operation (IAC)

Purpose: To list all residential and other living quarters in American Samoa, Commonwealth of the Northern Mariana Islands, Guam, and U.S. Virgin Islands and enumerate these units, process the collected data, and tabulate and disseminate data products.



## 10 Develop IAC Contracts and Communications Requirements

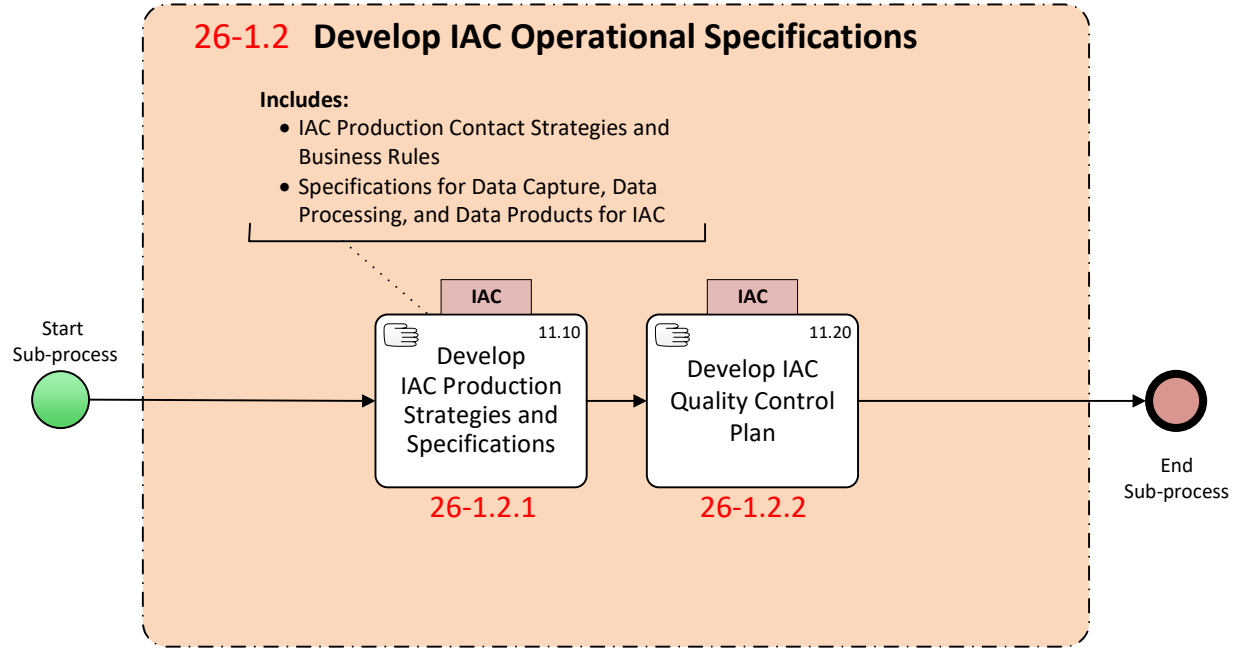
Purpose: Develop contracts and communications requirements for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.





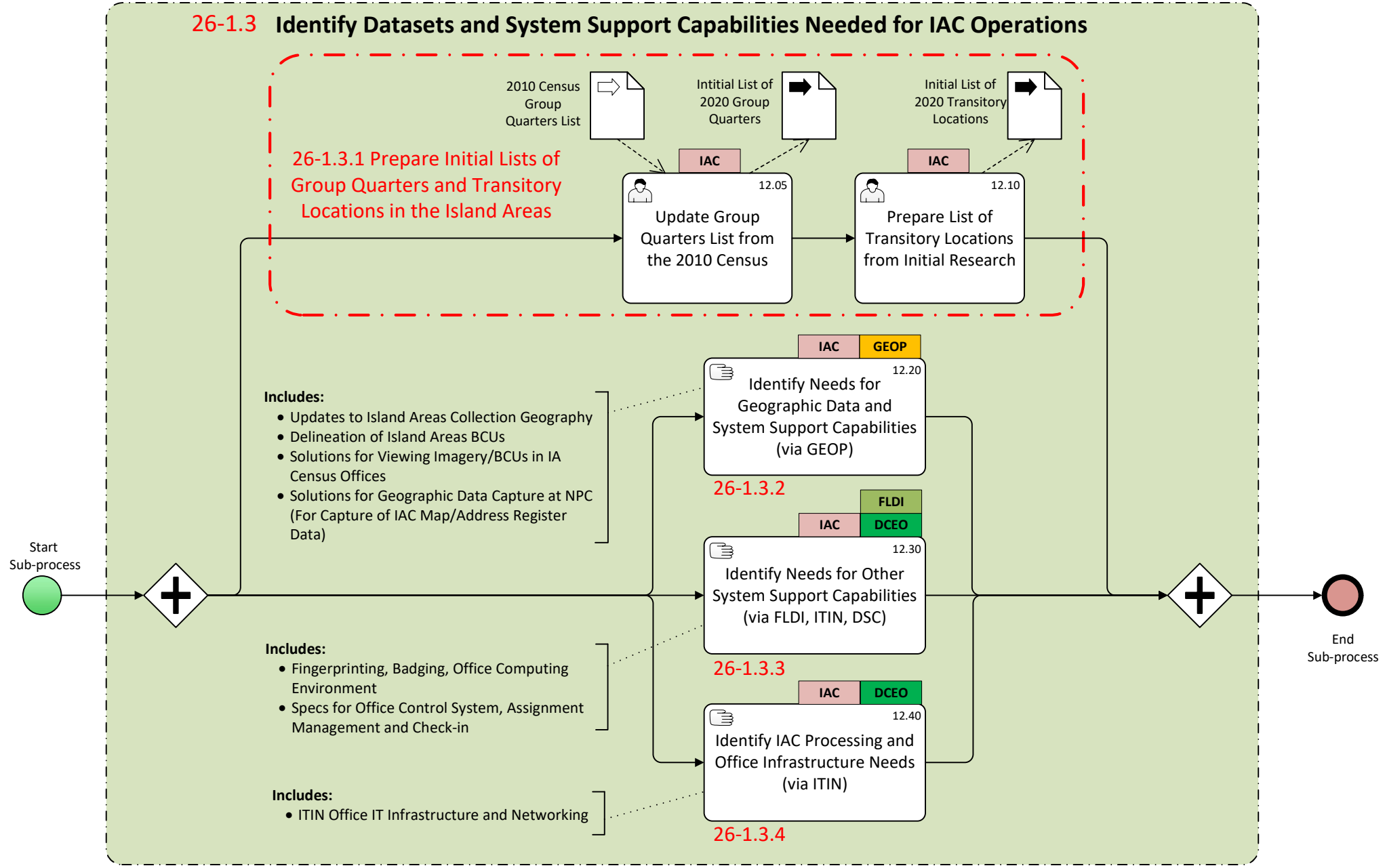
# 11 Develop IAC Operational Specifications

Purpose: Develop operational specifications for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.



# 12 Identify Datasets and System Support Capabilities Needed for IAC Operations

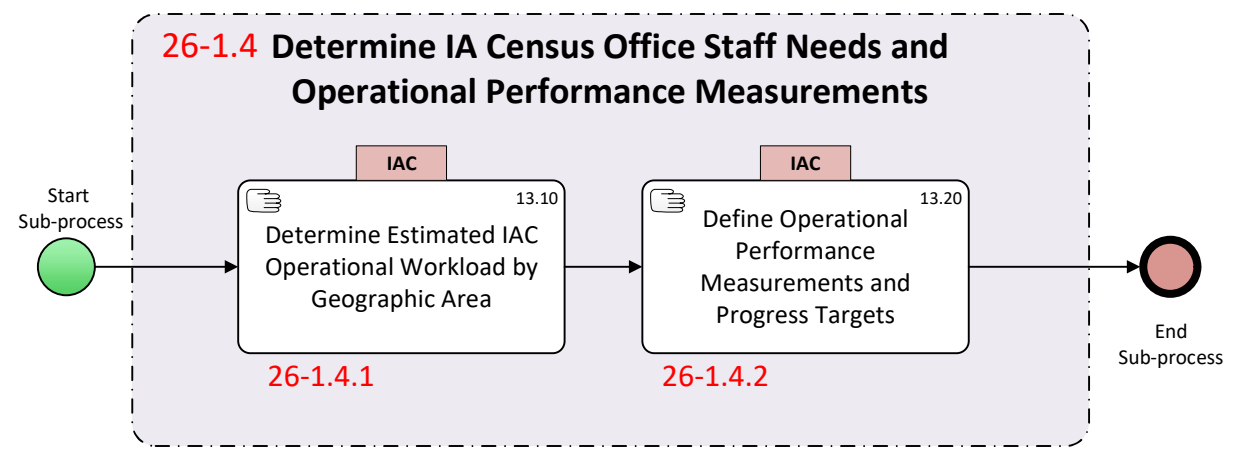
Purpose: identify datasets and system support capabilities needed for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.





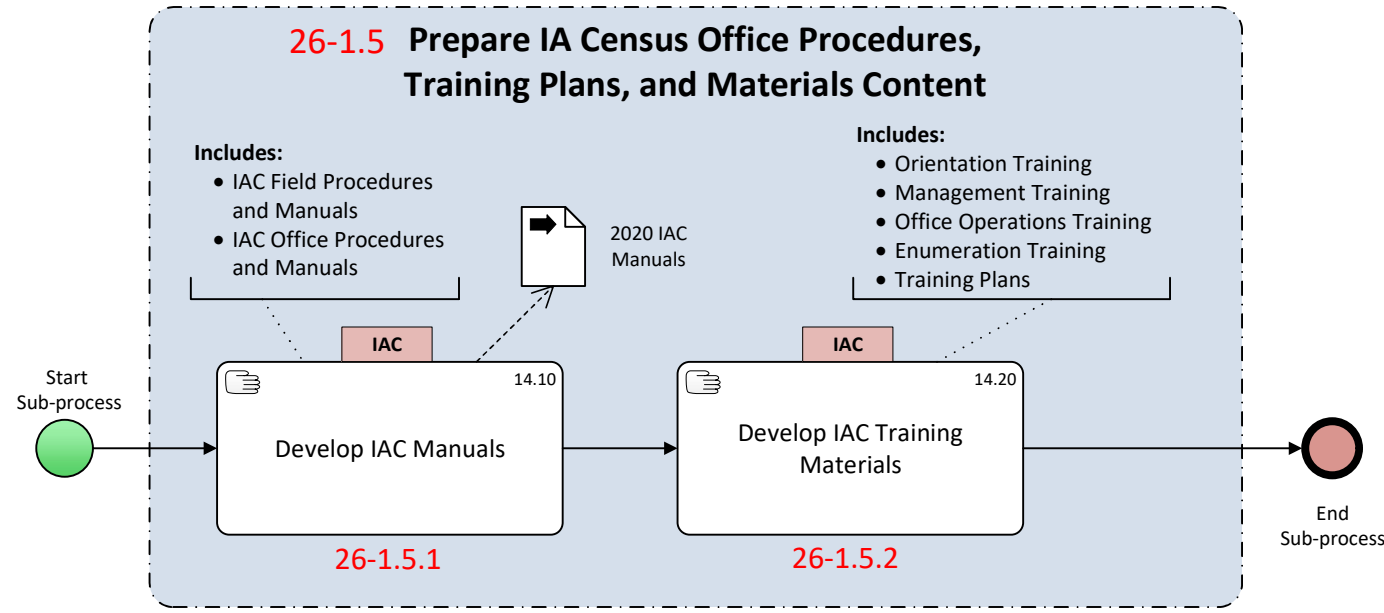
# 13 Determine IA Census Office Staff Needs and Operational Performance Measurements

Purpose: Determine Census Office staff needs and operational performance measurements for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.



# 14 Prepare IA Census Office Procedures, Training Plans, and Materials Content

Purpose: Prepare Census Office procedures, training plans, and materials content for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

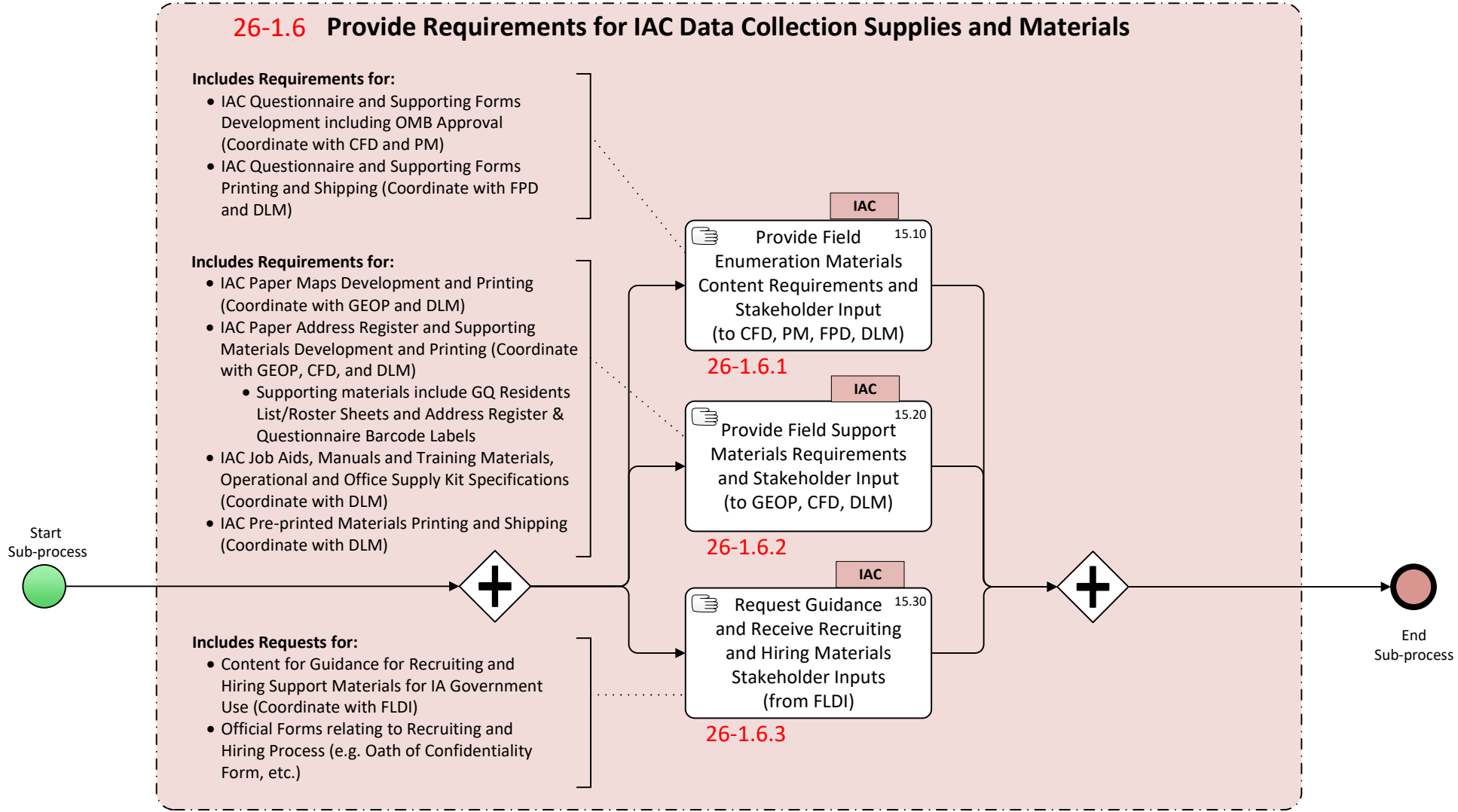






# 15 Provide Requirements for IAC Data Collection Supplies and Materials

Purpose: Provide requirements for data collection supplies and materials for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

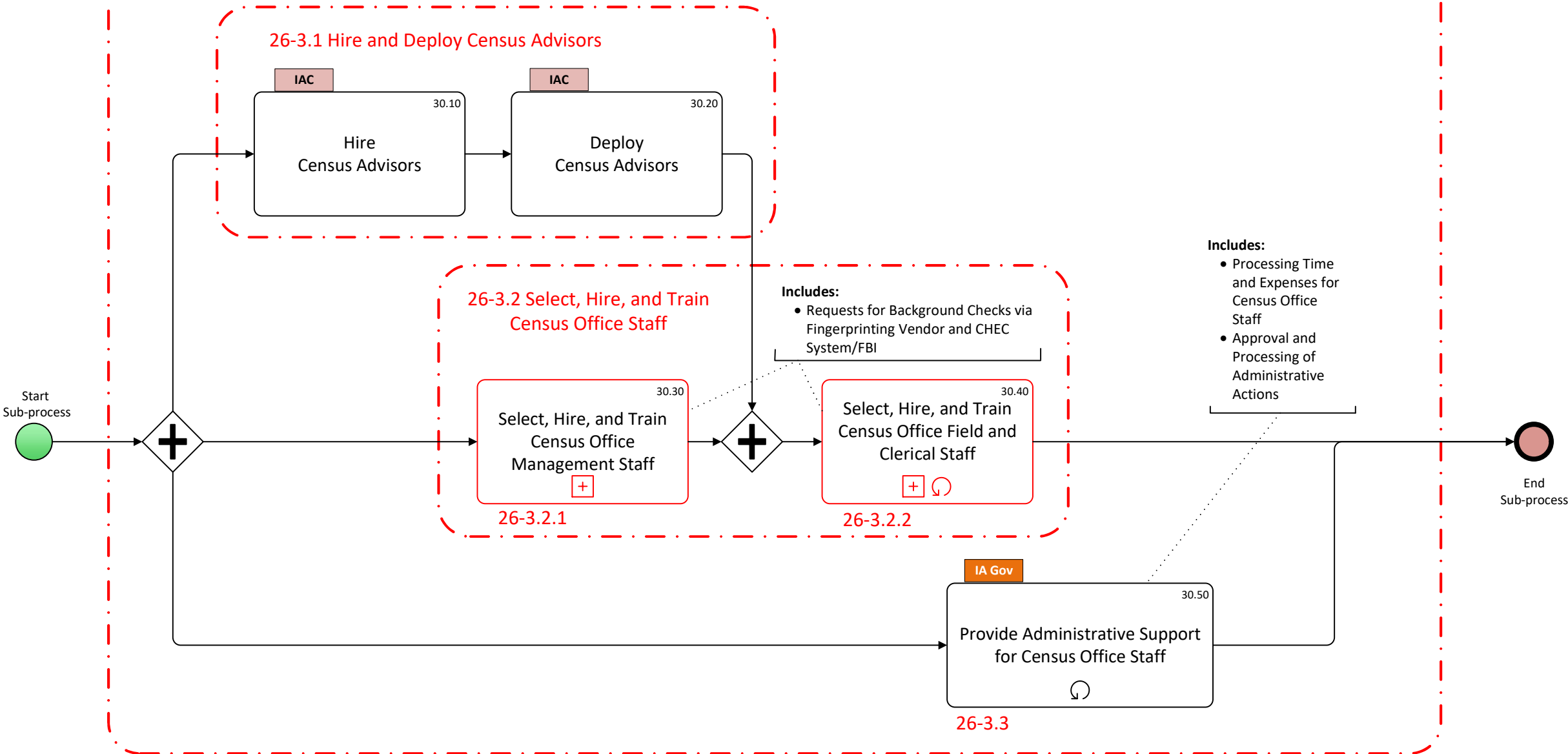




# 30 Provide IAC Human Resources and Personnel Management Support

Purpose: Provide human resources and personnel management support for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

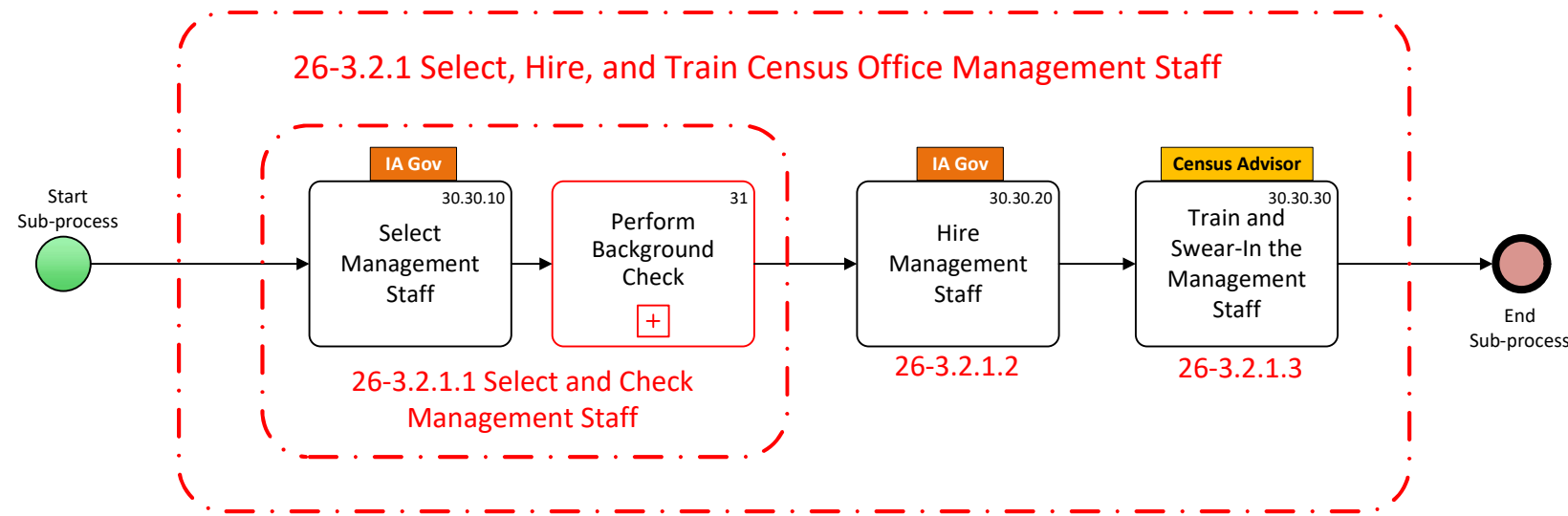
## 26-3 IAC Human Resources and Personnel Management Support





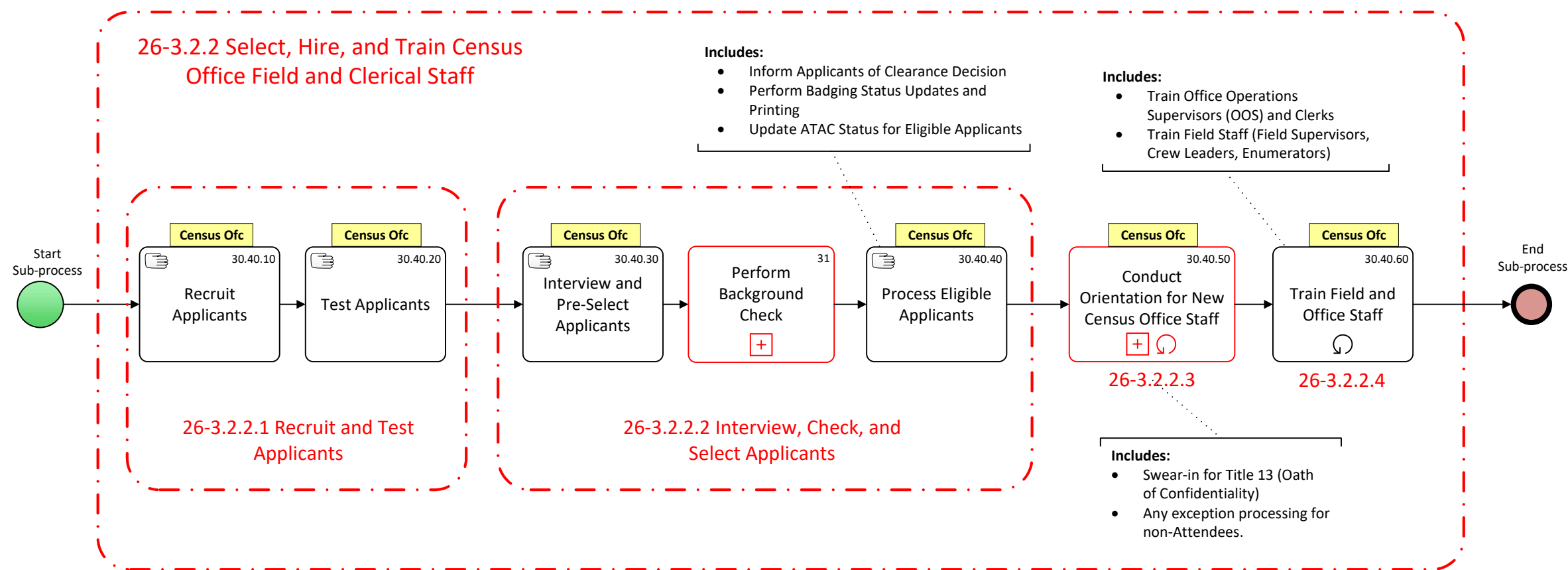
### 30.30 Select, Hire, and Train Census Office Management Staff

Purpose: Select, hire, and train Census Office management staff for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.



**30.40 Select, Hire, and Train Census Office Field and Clerical Staff**

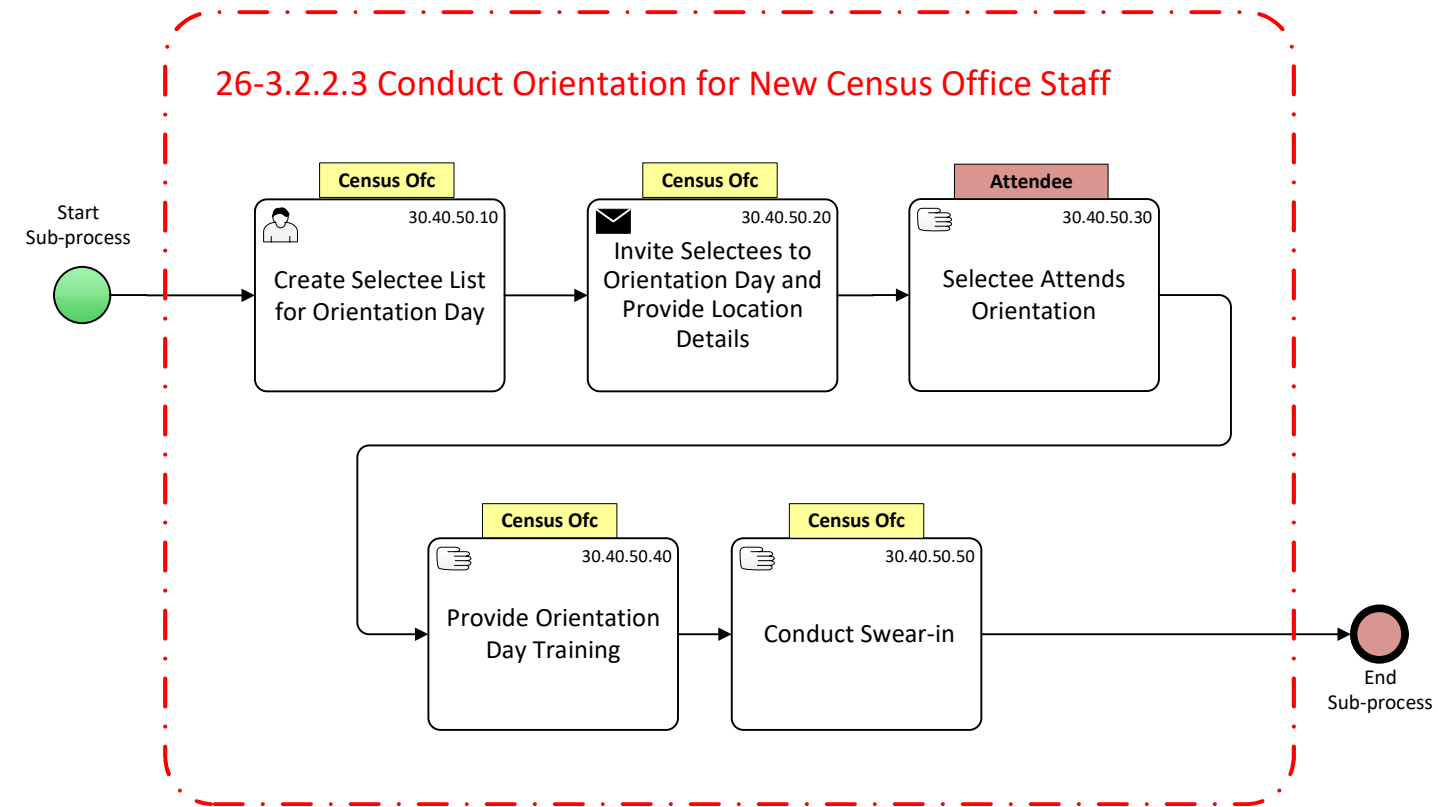
Purpose: Select, hire, and train Census Office field and clerical staff for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.





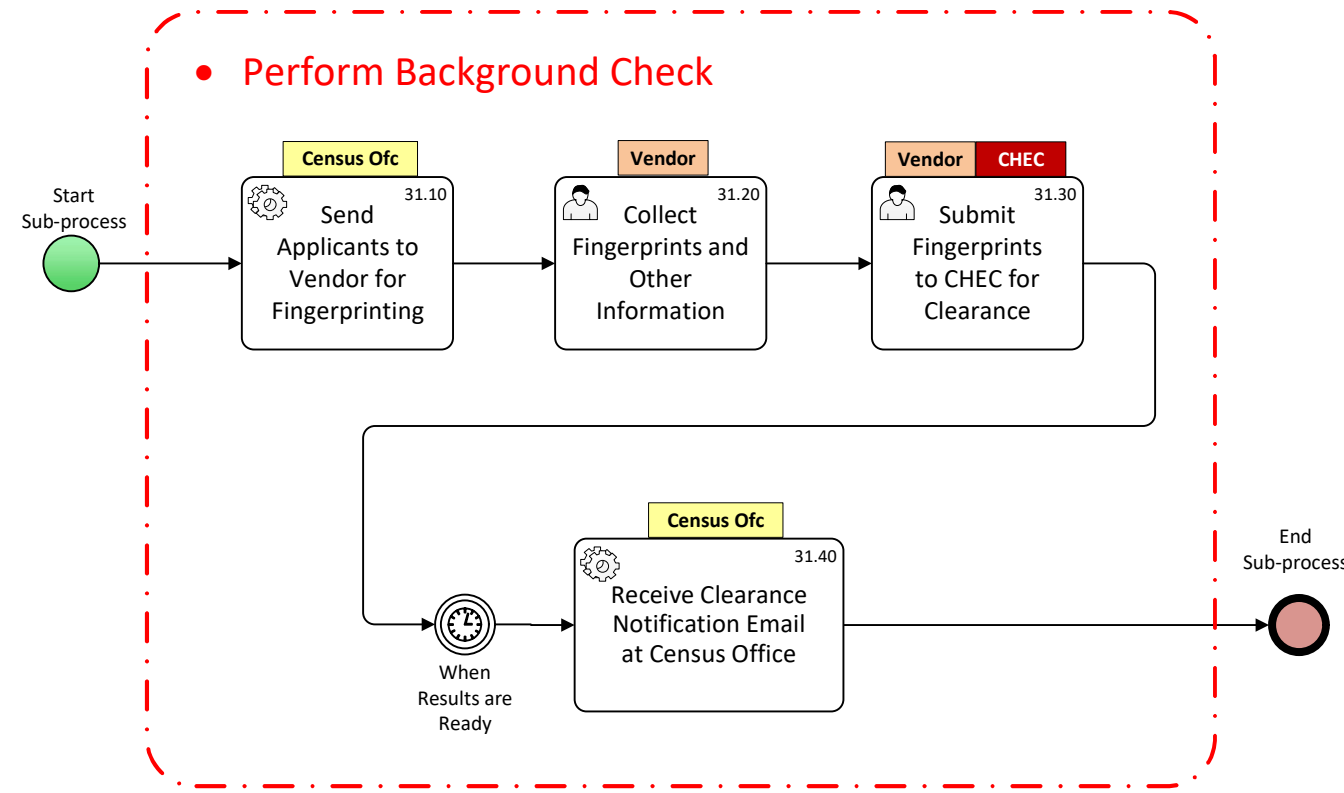
# 30.40.50 Conduct Orientation for New Census Office Staff

Purpose: Conduct orientation for new Census Office staff for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.



## 31 Perform Background Check

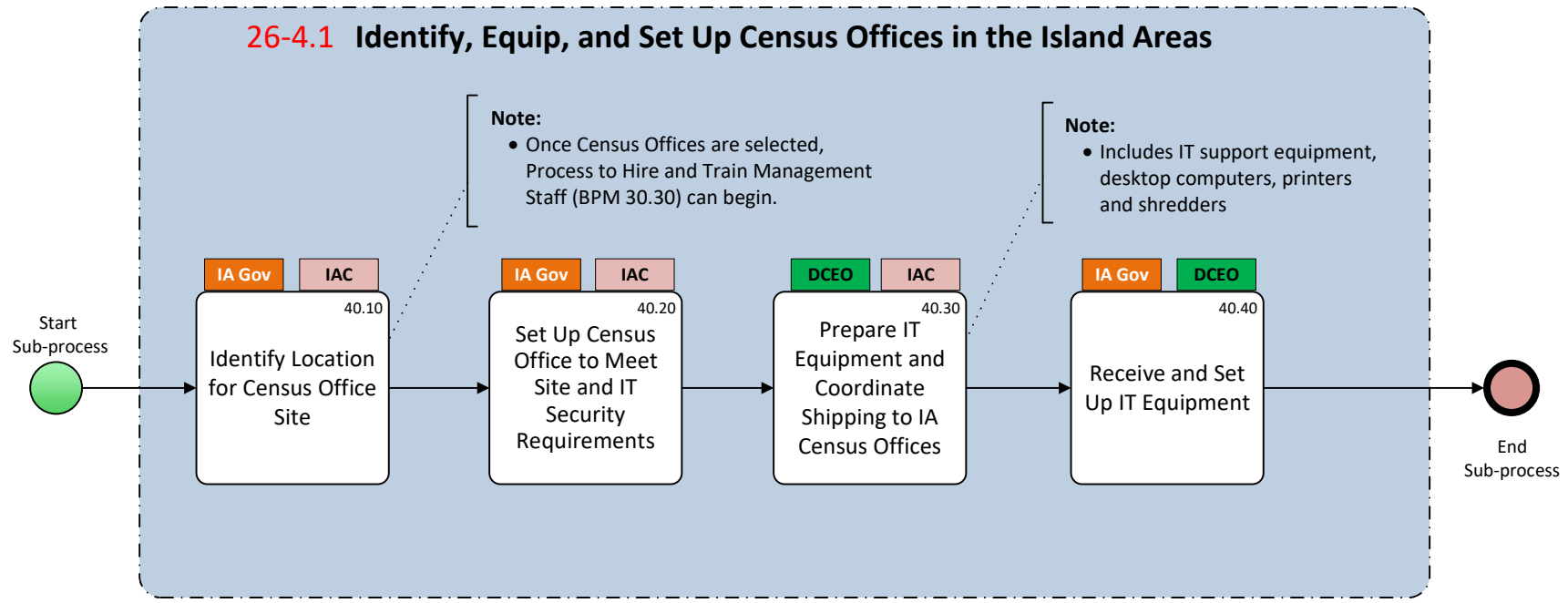
Purpose: To check the background of candidates to determine if they are free of any federal offenses that would make them ineligible to work for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.





## 40 Identify, Equip, and Set Up Census Offices in the Island Areas

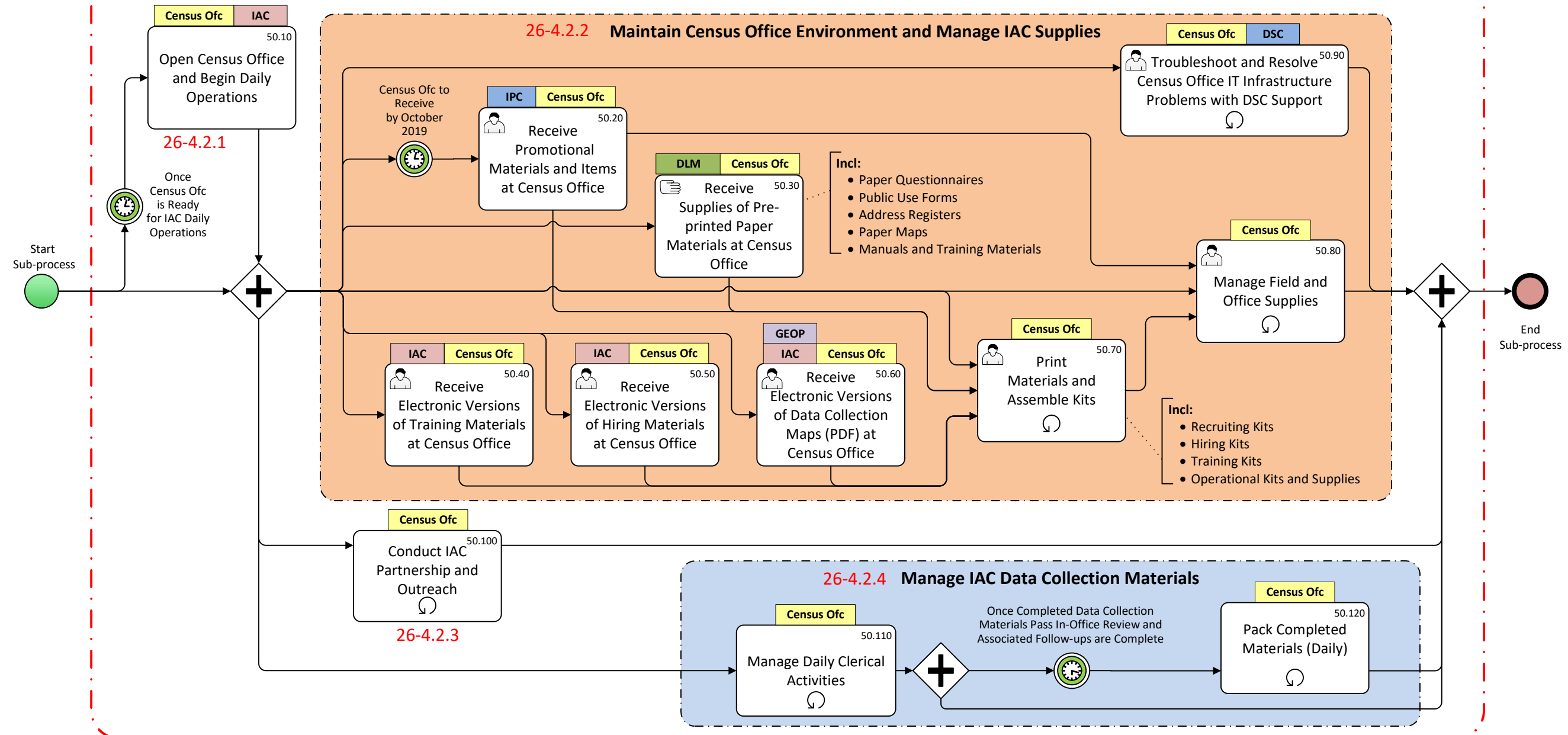
Purpose: Identify, equip, and set up Census Offices for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.



## 50 Operate and Maintain Census Offices in the Island Areas

Purpose: Operate and maintain Census Offices for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

### 26-4.2 Operate and Maintain Census Offices in the Island Areas



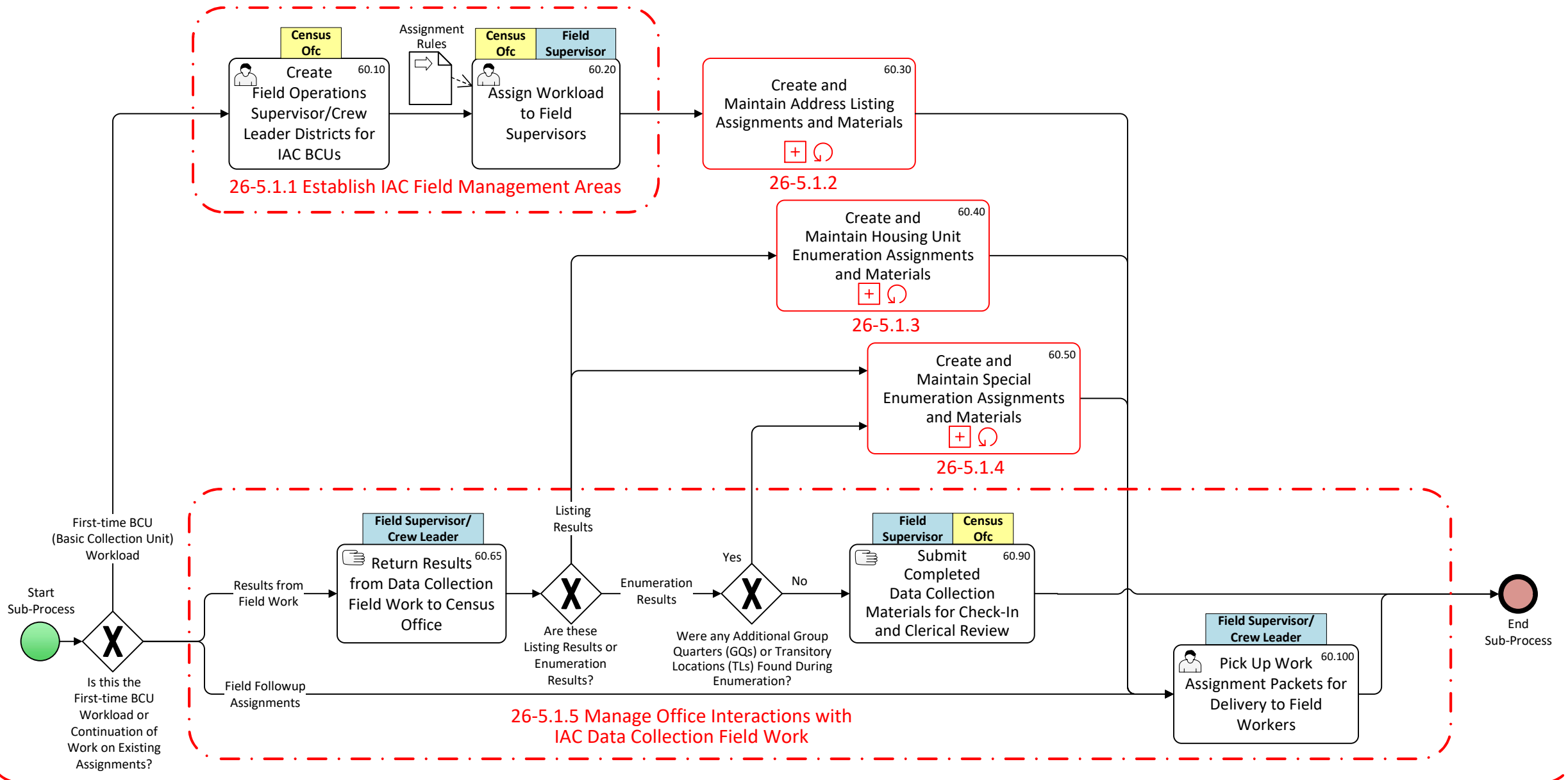




# 60 Manage IAC Production and Quality Control Work Assignments

Purpose: Manage production and quality control (QC) work assignments for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

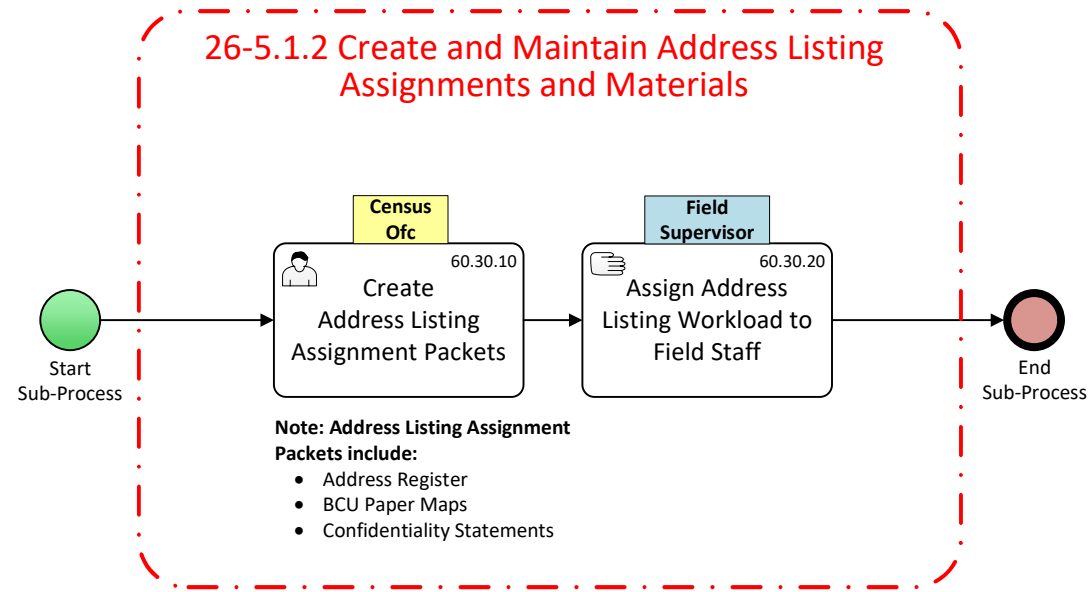
## 26-5.1 Manage IAC Production and Quality Control Work Assignments





# 60.30 Create and Maintain Address Listing Assignments and Materials

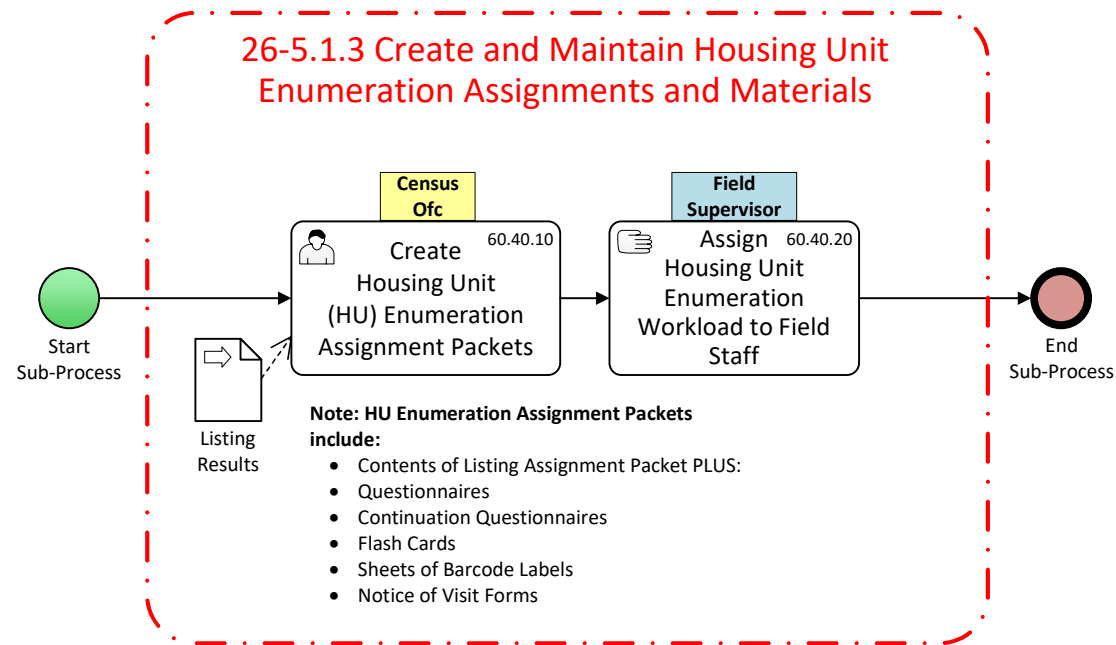
Purpose: Create and maintain address listing assignments and materials for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.





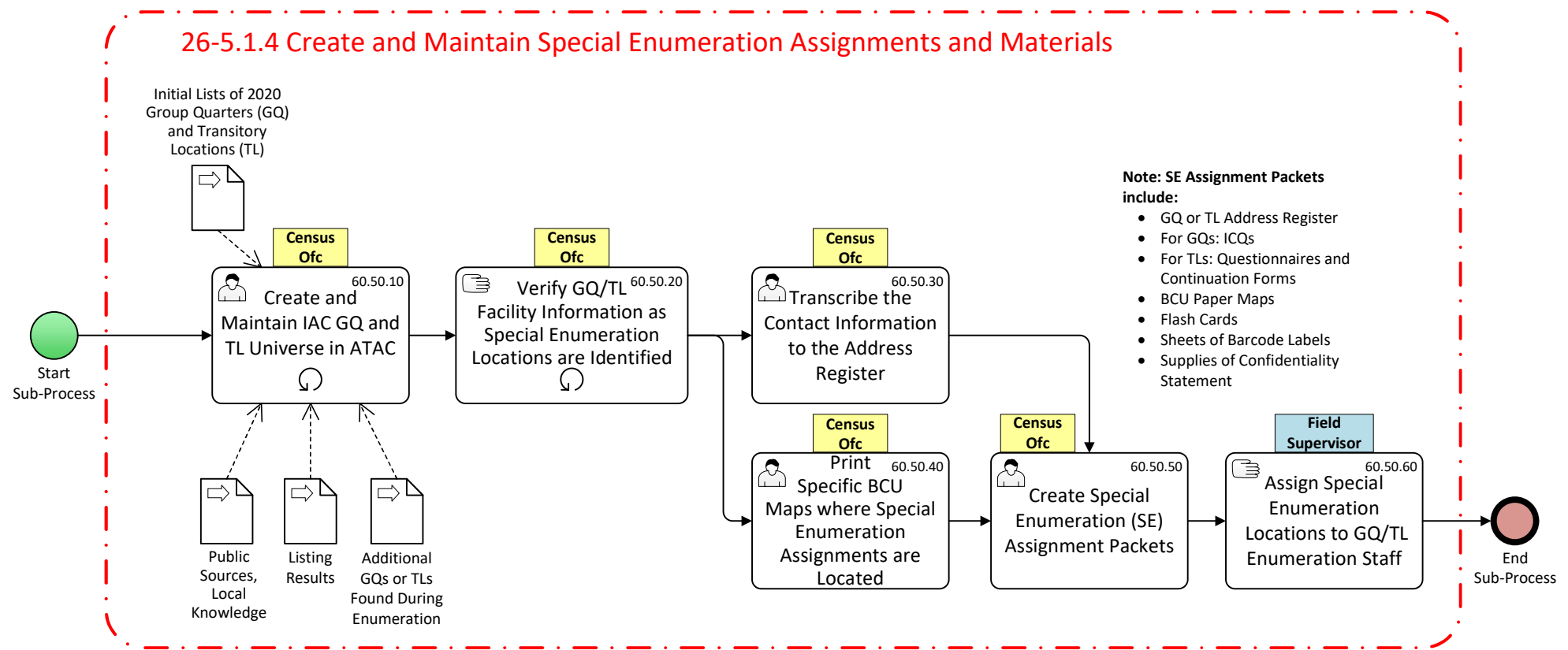
# 60.40 Create and Maintain Housing Unit Enumeration Assignments and Materials

Purpose: Create and maintain housing unit enumeration assignments and materials for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.



# 60.50 Create and Maintain Special Enumeration Assignments and Materials

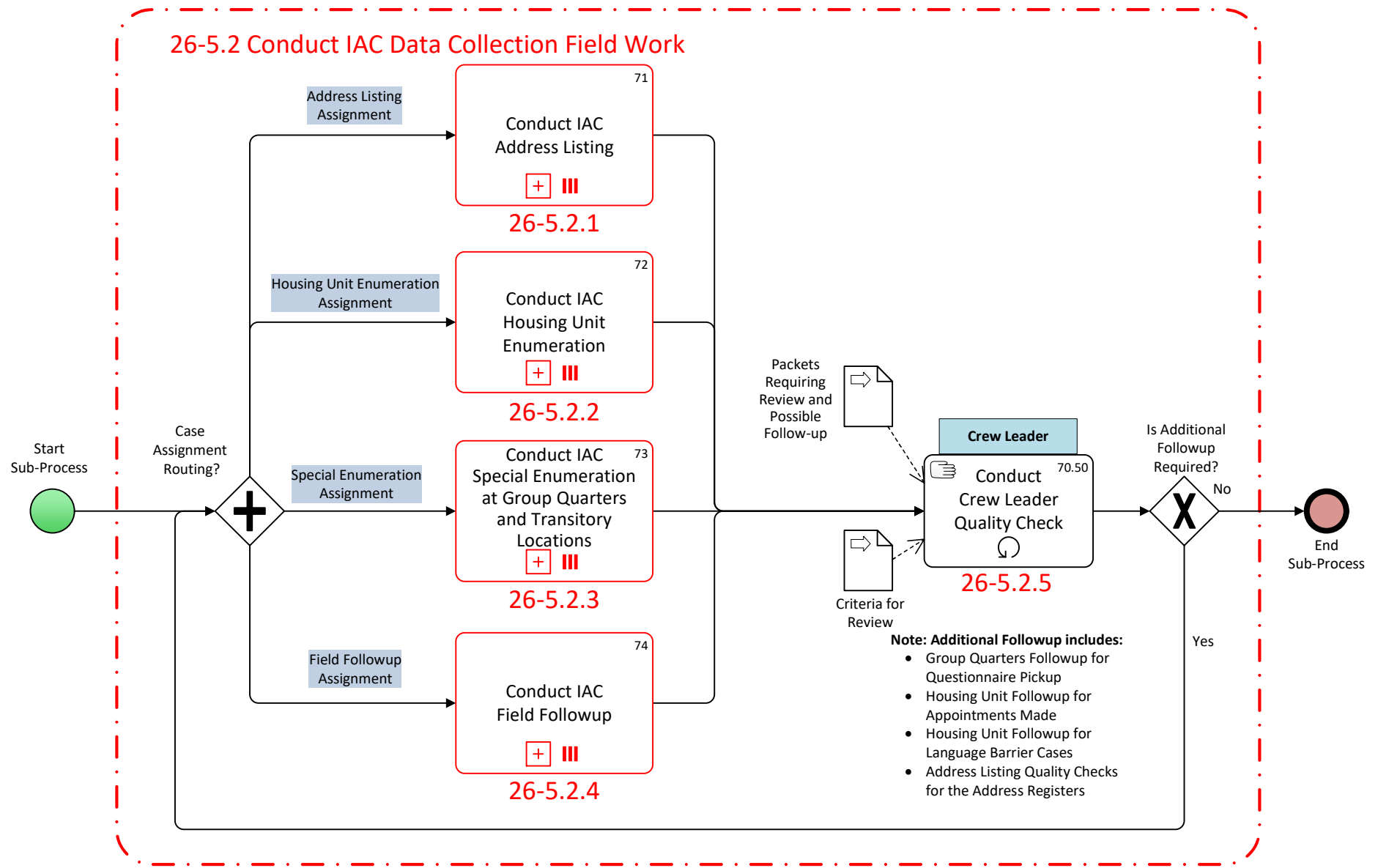
Purpose: Create and maintain special enumeration assignments and materials for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.





# 70 Conduct IAC Data Collection Field Work

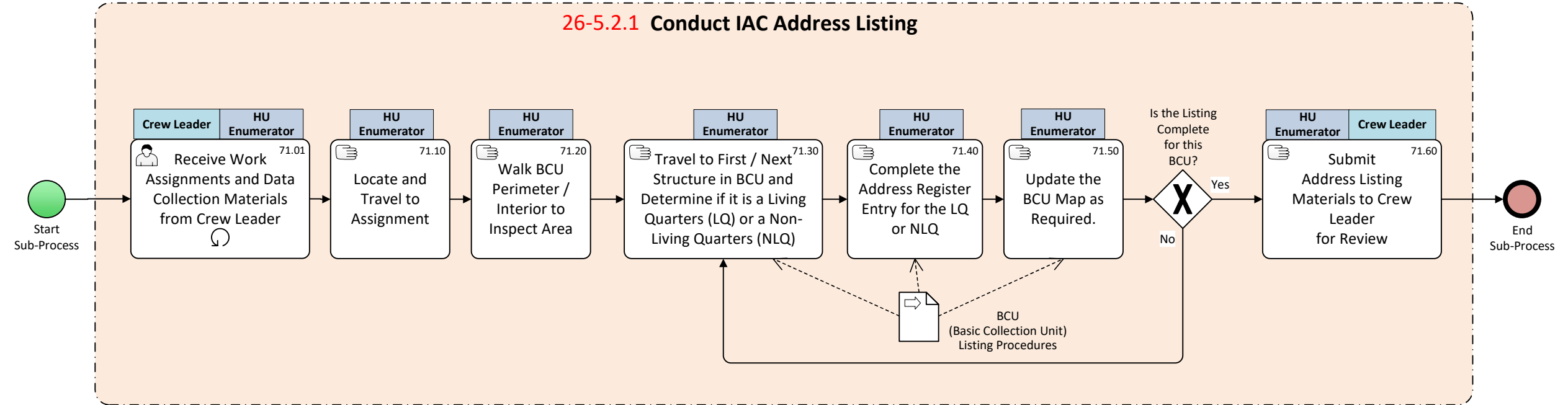
Purpose: Conduct data collection field work for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.



# 71 Conduct IAC Address Listing

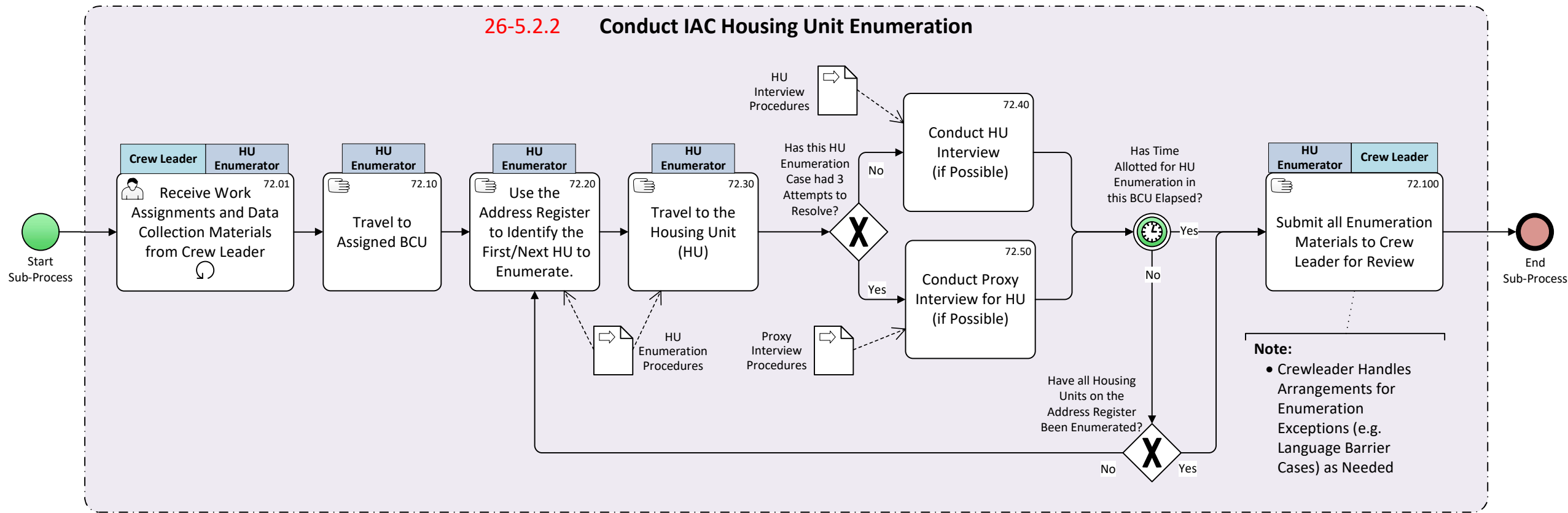
Purpose: For the enumerator to traverse every block, street, road, path, etc. within a Basic Collection Unit (BCU) to find and record address listing information about every place where people live, stay, or could live and to update and correct the map of the assigned area for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

## 26-5.2.1 Conduct IAC Address Listing



# 72 Conduct IAC Housing Unit Enumeration

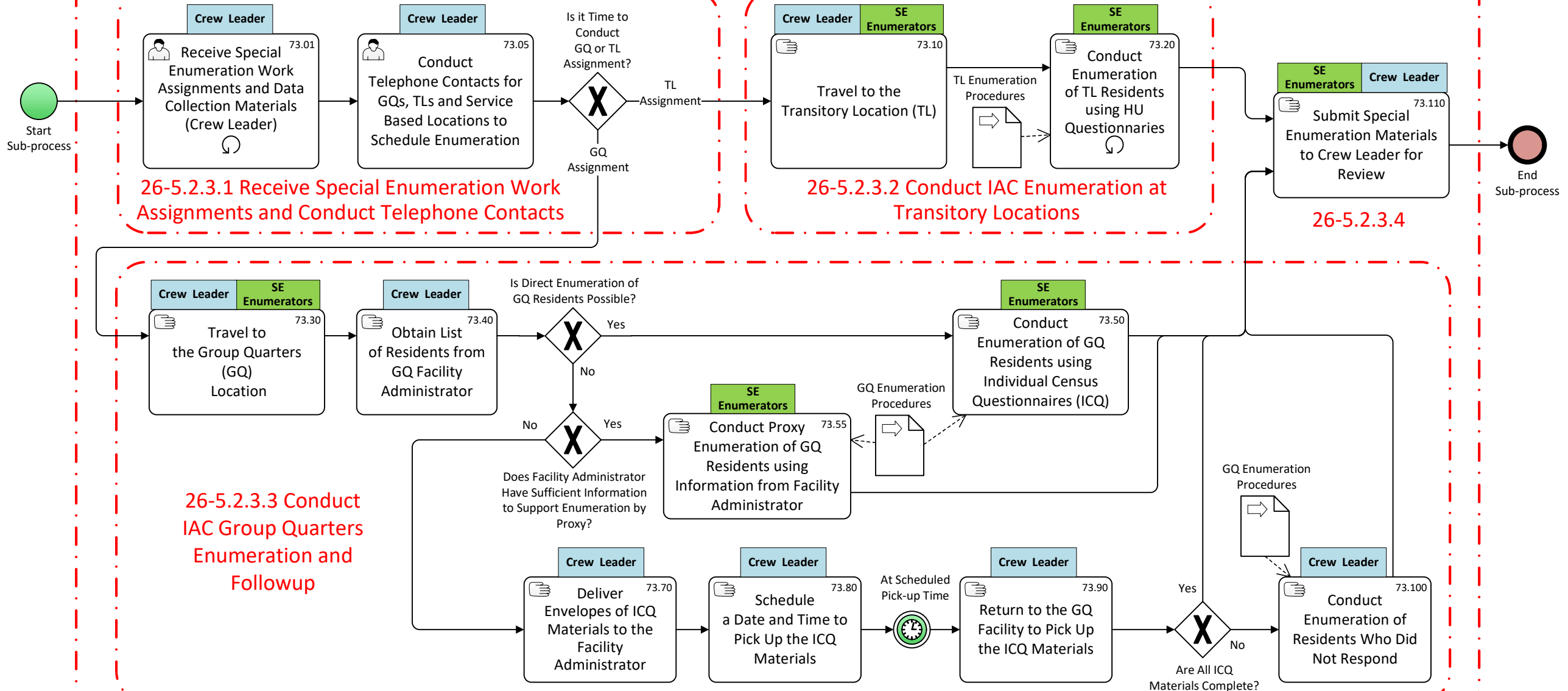
Purpose: For all housing unit (HU) locations; to arrange for their enumeration; and collect data on the persons residing at these locations on Census Day for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.



## 73 Conduct IAC Special Enumeration at Group Quarters and Transitory Locations

Purpose: For each general group quarters location, service-based location, military GQ location and transitory location; to arrange for their enumeration; and collect data on the persons residing at these locations on Census Day for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

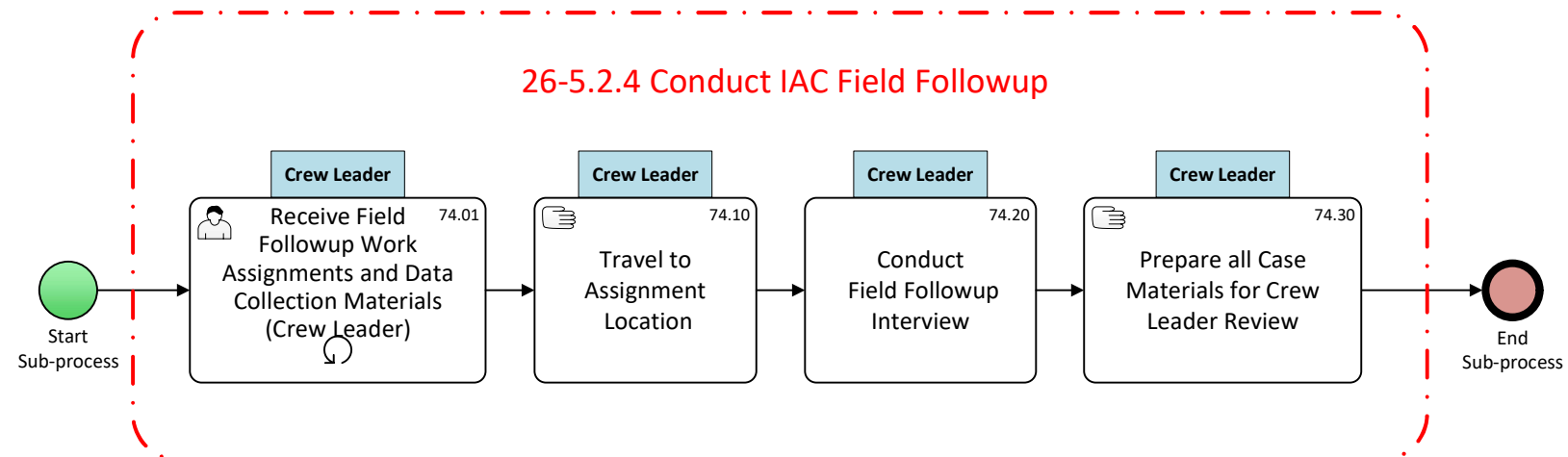
### 26-5.2.3 Conduct IAC Special Enumeration at Group Quarters and Transitory Locations





## 74 Conduct IAC Field Followup

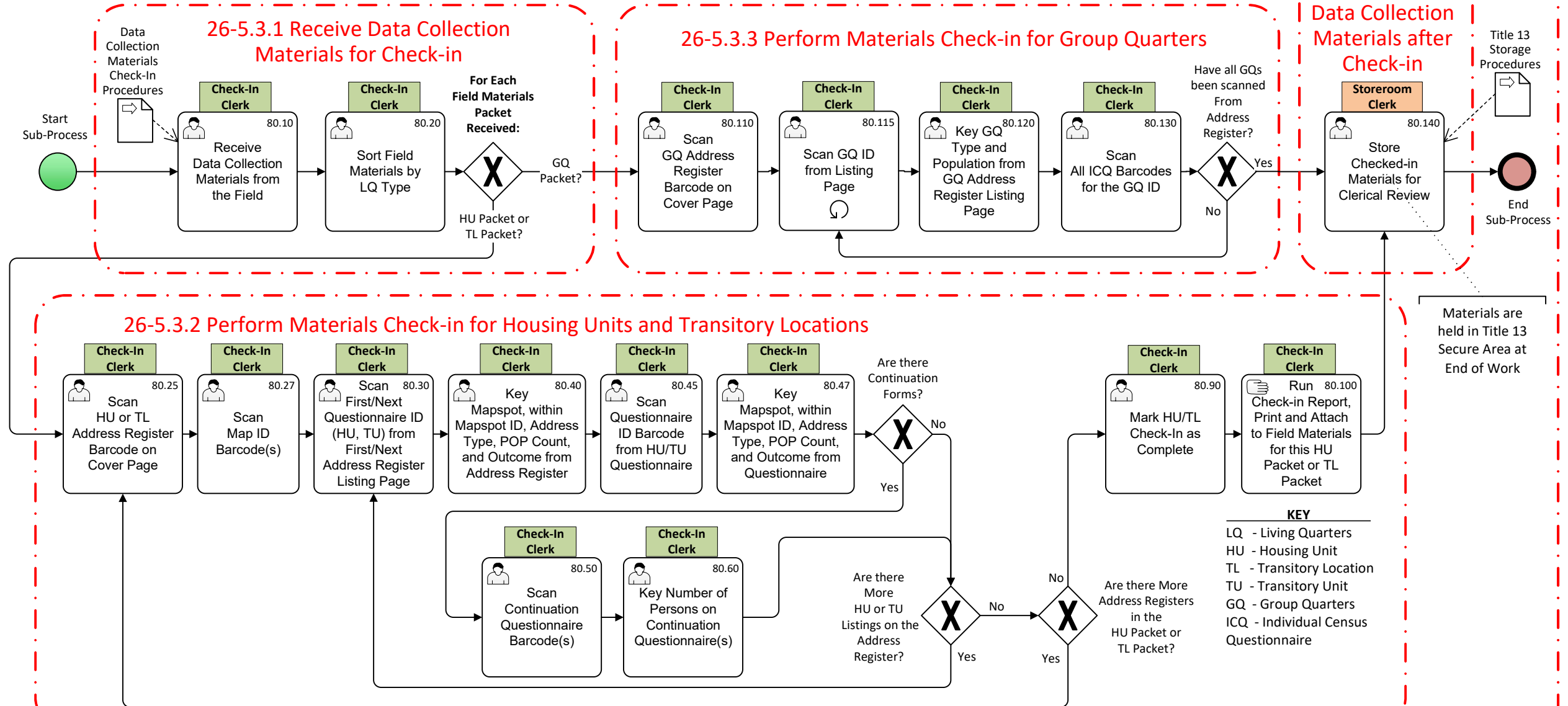
Purpose: Conduct field followup data collection support activities in the Island Areas for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.



## 80 Conduct IAC In-Office Data Collection Support Activities

Purpose: Conduct data collection support activities in the Census Offices for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

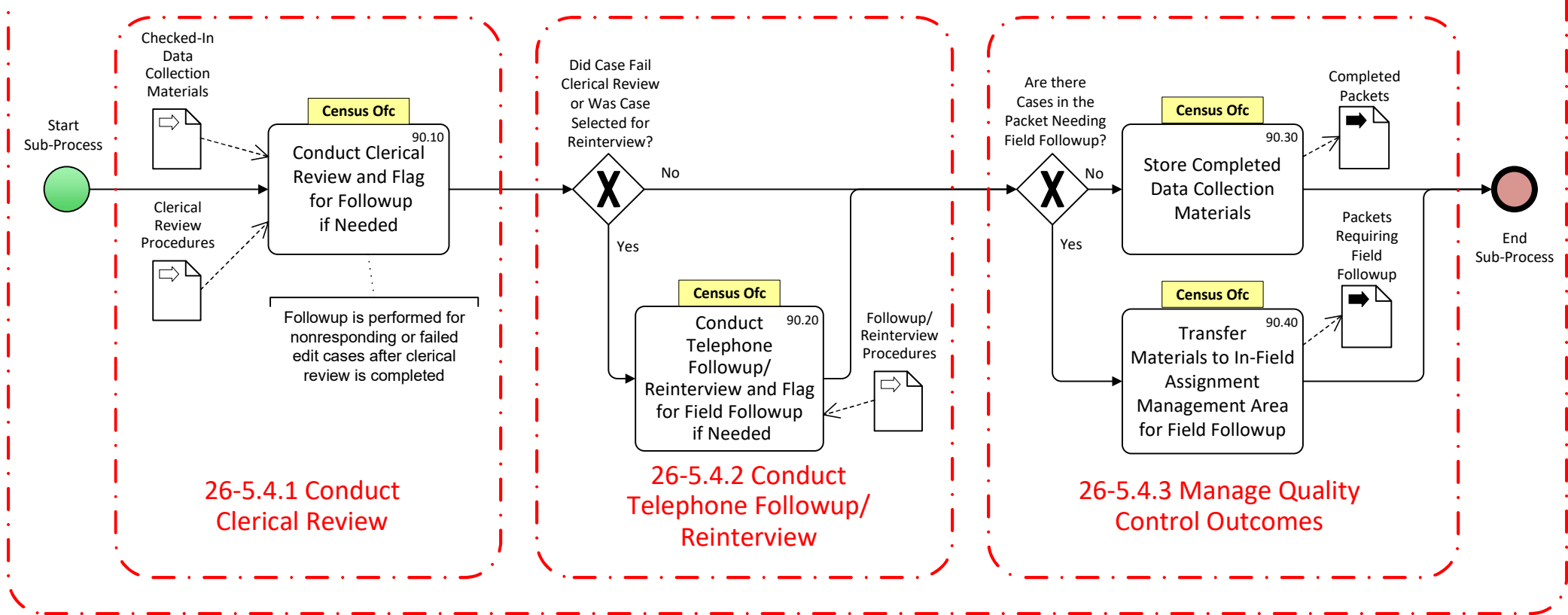
### 26-5.3 Conduct IAC In-Office Data Collection Support Activities



# 90 Conduct IAC Quality Control Support Activities (In-Office)

Purpose: Conduct quality control (QC) support activities in the Census Offices for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

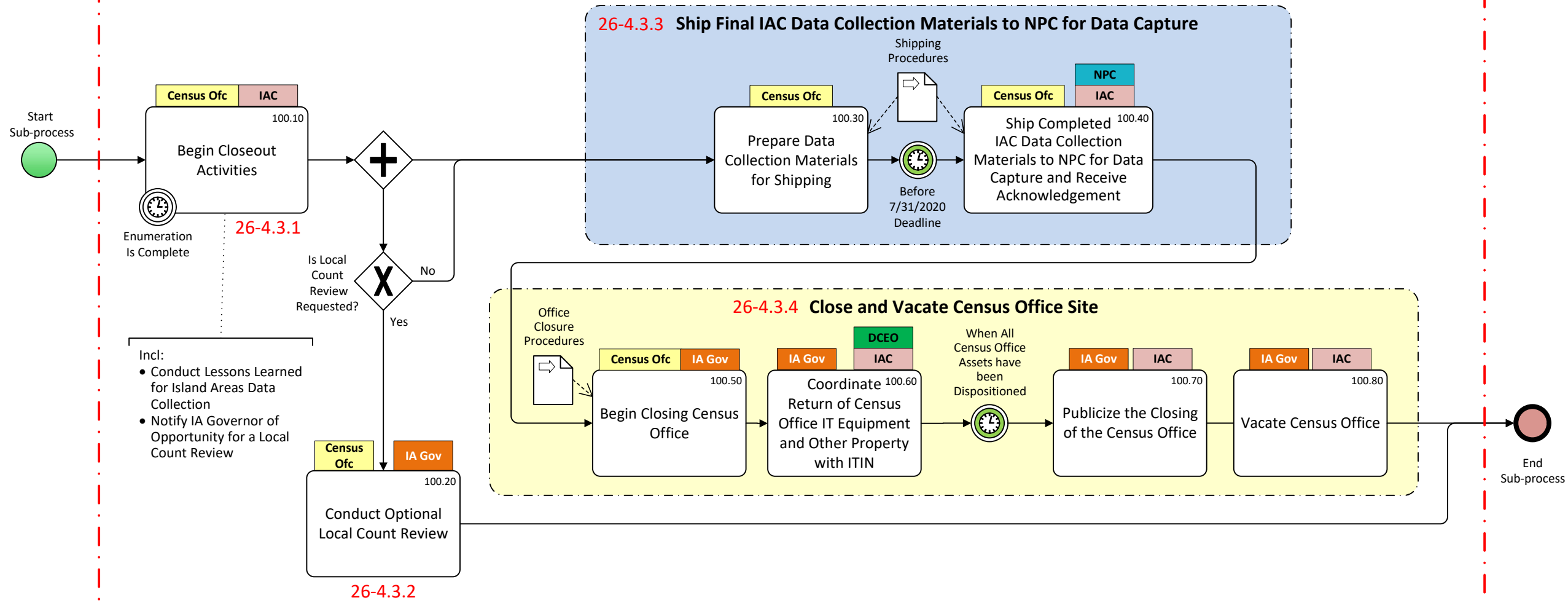
## 26-5.4 Conduct IAC Quality Control Support Activities (In-Office)



# 100 Conduct IAC Closeout Activities in the Census Offices

Purpose: Close the Census Offices for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

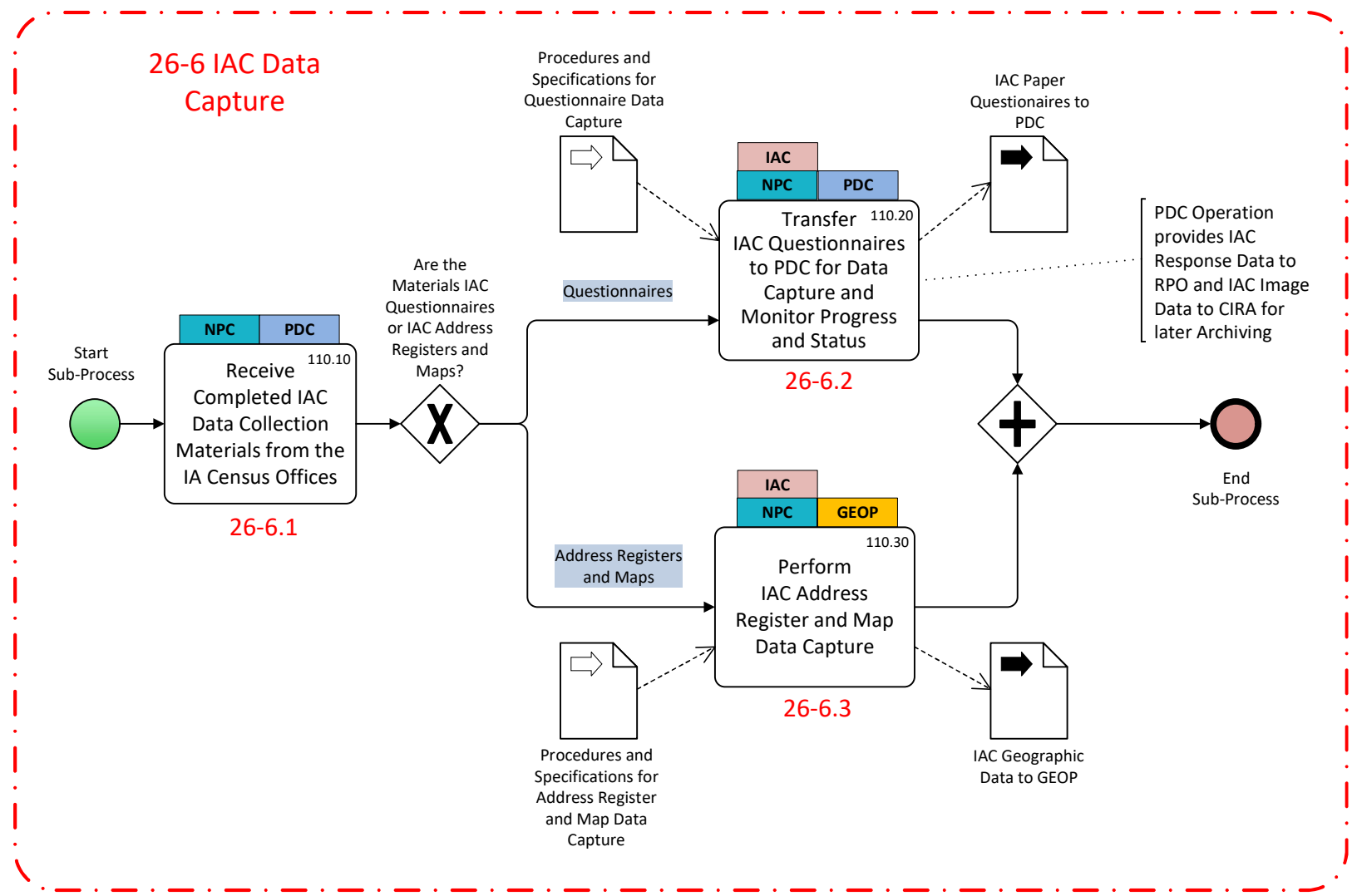
## 26-4.3 Conduct IAC Closeout Activities in the Census Offices





# 110 Perform Post Data Collection IAC Questionnaire and Geographic Data Capture Activities

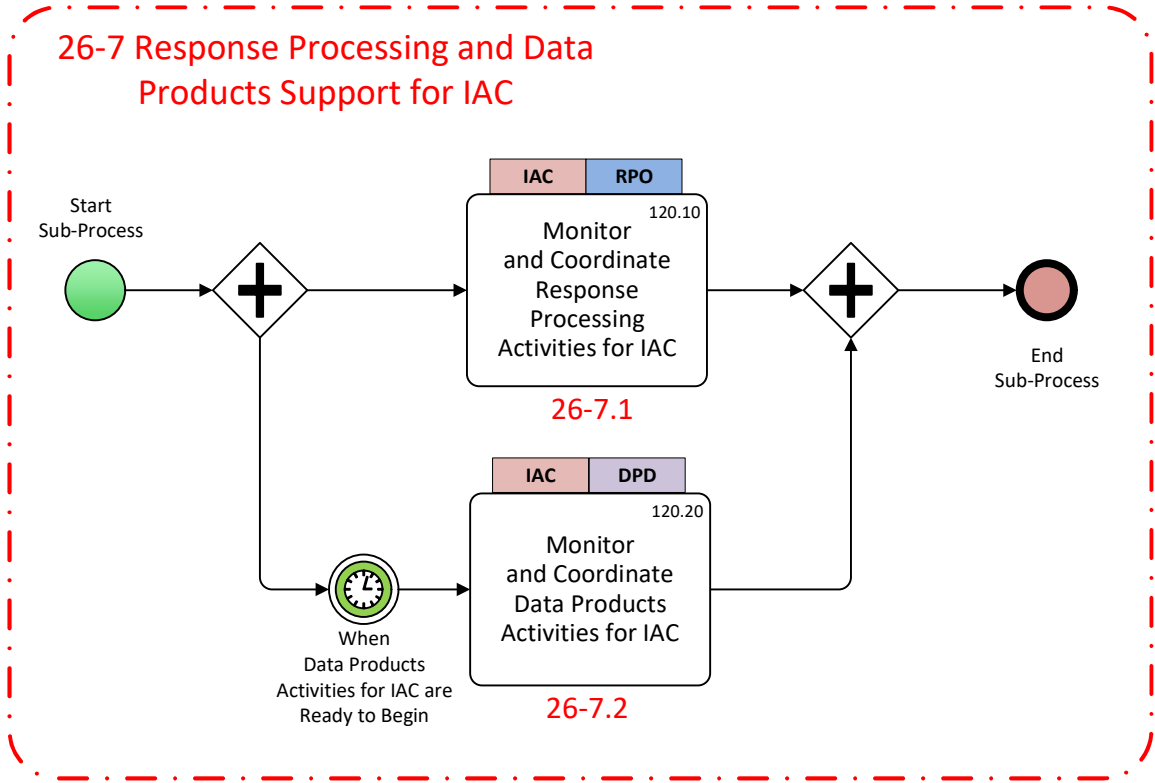
Purpose: Electronically capture data from questionnaires and non-questionnaire materials, including address registers and maps for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.





# 120 Monitor and Coordinate Response Processing and Data Products Activities for IAC

Purpose: Monitor and coordinate response processing and data products activities for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.





# 130 Closeout IAC Operation

Purpose: Closeout IAC operational activities for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

